

ADMINISTRATIVE - INTERNAL USE ONLY

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09 June 1983

FILE: ~~100-7~~ 45-8

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Logistics  
Director of Security

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Establishment of a New Building Project Office

1. In preparing the FY-84 Program, it was decided to reflect all costs associated with the construction and occupancy of the new building in one budget package, i.e., New Building Support. Now that we are one year closer to actual construction and have a better understanding of the interrelationships among these support costs, it is clear that centralizing management responsibility for budget execution has the potential for improvements in cost control, scheduling, coordination, and our ability to defend the total resource needs of the New Building Program. Inasmuch as the Office of Logistics is now charged with responsibility for management of both new building construction and support budgets, I have decided to centralize total project management within that Office.

2. I am, therefore, establishing a New Building Project Office (NBPO) under the Director of Logistics to be headed by [redacted] Chief, Building Planning Staff. He will be responsible to the Director of Logistics for meeting project objectives and schedules within approved budgets. The Project Office Staff will consist of the current Building Planning Staff plus those resources necessary to technically control those projects and functions submitted as part of the New Building Support package.

3. You are requested to identify to Chief, NBPO by 22 July 1983 a representative for assignment to the NBPO. Actual assignment dates are to be negotiated between the component and Chief, NBPO.


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4. While the shortage of personnel resources is appreciated, the New Building Program is of a magnitude that will require dedicated personnel in any case. Your cooperation in contributing to the establishment of this management structure is solicited.

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Harry E. Fitzwater

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